



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5290.1
N9
29 APR 02

COMNAVCRUITCOM INSTRUCTION 5290.1

From: Commander Navy Recruiting Command

Subj: REPORTING AND ACCOUNTABILITY OF VISUAL INFORMATION (VI)
EQUIPMENT

Ref: (a) OPNAVINST 5290.1
(b) COMNAVCRUITCOMINST 4400.1

Encl: (1) Visual Information Equipment Request/Authorization
Format

1. Purpose. To establish command-wide policy for the reporting and accountability requirements of VI Equipment.

2. Cancellation. COMNAVCRUITCOMINST 5290.

3. Background. Recently, Visual Information management within the Federal Government has received increased emphasis. The procedures contained herein are issued to standardize visual information equipment definitions, reporting methods, and accounting practices for all COMNAVCRUITCOM activities.

4. Definitions

a. VI Equipment. Items of a permanent or durable nature used for recording, producing, reproducing, processing, organizing, maintaining, storing, retrieving or exhibiting VI products capable of continuing or repetitive use. This definition includes items that perform a VI function as an integral part of non-VI systems, or devices that, when permanently removed, could be identified as visual information equipment. VI equipment encompasses computers, whose primary function is audio or imagery processing; it is extended to photographic, television/video, motion picture, visual exhibition, digital imaging, audio and graphic arts equipment.

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b. VI Production Equipment. Equipment used to produce visual information products.

c. VI Products. Materials containing sound or visual imagery that conveys information. "VI products" include slide presentations, still photographs, visual graphics, motion pictures, video tapes, video cassettes, DVD-R, mini CD's and any other products stored on permanent media. This includes graphics, motion media and audio recordings on tape or disc.

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5. Policy. COMNAVCRUITCOM N9421 is designated as the VI Manager for Commander, Navy Recruiting Command. The duties of the VI Manager are defined in reference (a) and include the following:

a. Provide technical assistance to the Commander, Navy Recruiting Command, and all members of the Command regarding visual information matters.

b. Act as the Command's central point of contact for visual information issues, including the acquisition, procurement and distribution of VI products, equipment and services.

c. Provide audit guidance to field activities in VI matters.

d. Approve the purchase and disposition of VI equipment or recommend approval of VI purchases and disposition from appropriate authorities when required.

6. Action. As contained in reference (b), Commander, Navy Recruiting Command requires the following:

a. All Navy Recruiting activities are required to report visual information equipment purchased, held, disposed of, damaged, lost or stolen using the intranet inventory management system. The VI manager will conduct routine audits to ensure compliance.

b. All Navy Recruiting activities shall designate, in writing, a VI Manager per reference (a). Commanding Officers will provide Headquarters N9421 with written confirmation of individual assigned and will update as changes occur.

c. Headquarters Department Directors, Special Assistants and field activities must provide written requests to

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COMNAVCRUITCOM VI Manager N9421 for the purchase of all VI equipment as defined in enclosure (1).

d. All Region Commanders, District Commanding Officers, Officers-In-Charge, Department Directors and Special Assistants will ensure that personnel understand and comply with the provisions of this instruction.

/s

W. S. SLOCUM

Deputy

Distribution:

COMNAVCRUITCOMINST 5216.2U (HDQ)

List I (A-E), IIA, III (A-D)

Visual Information Equipment/Request Authorization

1. Requests can be submitted to COMNAVCRUITCOM N9421 either by memo or by E-mail.

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2. List detailed specifications of requested equipment, including, but not limited to:

- a. Equipment manufacturer
- b. Common name and brief description
- c. Price each piece
- d. Quantity requested

3. In paragraph (2) provide a brief description of intended use and the direct impact the purchase will have on local recruiting.

4. Provide POC name, title, commercial telephone and FAX numbers, e-mail address, and complete mailing address.

5. Requests submitted via e-mail will be as an attached MS Word document and must be sent to Mr. D. H. Anderson, COMNAVCRUITCOM N9421 for immediate processing. E-mail:

AndersonD@cnrc.navy.mil. Phone: (901) 874-9064. Memos may be FAXED, with cover sheet letter, (901) 874-9074 or 9398.

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6. Refer to COMNAVCRUITCOMINST 5290.1 or 4400.1 for amplifying information. All information technology (IT) equipment requests, including software, must be submitted to COMNAVCRUITCOM N6 via your designated SYSADs.

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